

Alano Club Board Meeting Minutes

Sept. 12, 2023

Meeting called to order at 4:00pm.

Attendance:

- Board members present (Zoom and in person at Club): Janell K., Kelly Y., Kendra K., Randy B., Kathleen P., Deb A., John F.
- Staff: Scott K.
- Board members and Staff absent: Tom C, Pat M, Richard O
- Guests: None

1. Review of minutes from August 2023 meeting. **ACTION:** update cost of carpet to \$8,900 (not \$12, 751). Motion to approve corrected minutes by Kelly, John seconds. None opposed. Motion passes unanimously.
2. Club Manager Report (Richard O. via email)
 - a. Sewer issues resolved and Kathleen sent Pat Elliot a thank you for his help on the city's side.
 - b. Coffee machines – heating element fixed
 - c. Fall landscaping clean-up is underway.
 - d. Outside of building was washed 3 weeks ago.
3. Administrative Coordinator report (Scott K.)
 - a. Balance Sheet: no questions.
 - b. Profit and Loss Comparison: meeting rent is up, dues are down, coffee/meeting supplies cost went up. Total income went down about 1K. Total expenses up around 15K compared to same time last year. Question on why membership money is down, Scott said we had a couple lifetime memberships last year. John wanted a breakdown of "Special Activities" costs. **ACTION:** Scott will provide a breakdown.
4. Board discussion items
Old/New Business:
 - a. Fundraising Opportunities (Randy)
 - Discussion on if we want to do a fundraiser. Talk about possibilities like posting an online fundraiser like last year, going back to raffle tickets, creating an event. Many members supported fundraising, there was concern of unknown direction of Club (RCO). Scott suggested we wait until 2024 when we have a new director and possible grant money from becoming an RCO. Motion was put on table by Deb during discussion to hold a formal fundraising event, but Deb withdrew the motion. All agreed to table the fundraising issue until the October meeting (After Sept 30th RCO meeting). **ACTION:** Put fundraising on October's agenda.
 - b. Proposed RCO, transition timeline, creation of committees.
 - There will be 4 groups formed: Finances, Communication, Special Events/Potlucks, Tech Assistance and Support.

-Deb volunteered to assist with financials as Treasurer (needs help from one other person) We will assign all of the board members to committees at the Saturday 9/16/23 board meeting.

-Mike is still trying to clean up/simplify Zoom equipment, installing microphone in ceiling of meeting room (Budays).

-RCO discussion: Make sure people know nothing is changing (Scott). We would need to change the name of the Club to "Serenity House (of Charlevoix)". If we become an RCO it can't be referred to as "Alano Club" anymore because it will be open to more than 12-step meetings (alternative pathways).

-Discussion on who to seek for new director. Anticipated by Scott to be 30-40 hours per week. Should probably be a person in recovery. Office space could be in Club. Talked about if there should be education requirements, possibly someone who has worked for an RCO before. **ACTION**: Agenda item for October – qualifications for director (e.g. recovery coach trained? Not a counselor or social worker necessarily? Will they take on Admin duties?)

New Business:

- a. Deb mentioned we need a new safe, the current one is very difficult to get into. **ACTION**: Add to October agenda, Deb will try to work on getting some quotes.
- b. Zoom equipment, discussion of purchasing a mini computer for the television. Would work with a wireless keyboard and mouse and replace the Mab Book and cords and lockbox. John makes motion to purchase mini computer (around \$1,000). Deb seconds, all in favor. Motion passes. Scott and Mike will work on purchasing and setting it up.

Meeting adjourned at 5:10 pm

Next scheduled meetings:

Saturday, September 16th at 11am – assignment of board committees

Saturday, September 30th at 11am – Membership meeting to discuss RCO

Tuesday, October 10th at 4pm - normal board meeting